



Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

Switchboard: 01444 458166
DX 300320 Haywards Heath 1
Email: servicesupport@midsussex.gov.uk
www.midsussex.gov.uk

For Official use

App No:

Date Rec:

Fee:



Householder Application for Planning Permission for works or extension to a dwelling

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

1

Suffix

Property Name

Address Line 1

Munnion Road

Address Line 2

Address Line 3

West Sussex

Town/city

Ardingly

Postcode

RH17 6RR

Description of site location must be completed if postcode is not known:

Easting (x)

534614

Northing (y)

129109

Description

Applicant Details

Name/Company

Title

Miss

First name

sarah

Surname

curtis

Company Name

Address

Address line 1

1 Munnion road

Address line 2

Ardingly

Address line 3

Town/City

Haywards Heath

County

Country

United Kingdom

Postcode

RH17 6RR

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Description of Proposed Works

Please describe the proposed works

Front porch extension.
Rear single and two storey extension to provide a kitchen breakfast room, larger living room and larger master bedroom.
Convert existing loft with 4 new Velux windows.

Has the work already been started without consent?

- ☐ Yes
☒ No

Materials

Does the proposed development require any materials to be used externally?

- ☒ Yes
☐ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Walls

Existing materials and finishes:

Face brickwork to ground floor is FLB dark multi stock brick. First floor and gable is tile hung with handmade plain tiles in orange.

Proposed materials and finishes:

Rear extensions will be thermowood timber cladding Front porch will be face brickwork in FLB dark multi stock brick

Type:

Roof

Existing materials and finishes:

Handmade dark red/brown colour plain tile

Proposed materials and finishes:

Handmade dark red/brown colour plain tile

Type:

Windows

Existing materials and finishes:

Residence 7 flush windows in Painswick grey (light green)

Proposed materials and finishes:

Residence 7 flush windows in Painswick grey.

Type:

Doors

Existing materials and finishes:

Porch door currently twin timber doors painted white.

Proposed materials and finishes:

Front door finish to porch will be Painswick Grey. Patio doors will be aluminium sliding doors in Painswick grey

Type:

Other

Other (please specify):

Roof lights/Velux windows

Existing materials and finishes:

None present

Proposed materials and finishes:

2 x 1200mm square low profile Velux roof lights to new kitchen 4 x dark grey Velux windows

Are you supplying additional information on submitted plans, drawings or a design and access statement?

☒ Yes

☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

01/A location plan (existing)
02/B block plan (proposed)
10/A GF existing
10/B FF existing
11/A roof plan existing
12/A elevations existing
13/A GF proposed
13/B FF proposed
13/C SF/loft proposed
14/A roof plan proposed
15/A elevations proposed

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

☐ Yes

☒ No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

☐ Yes

☒ No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

☐ Yes

☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

☐ Yes

☒ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

☐ Yes

☒ No

Parking

Will the proposed works affect existing car parking arrangements?

☐ Yes

☒ No

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ☒ Yes
☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☐ The agent
☒ The applicant
☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- ☒ Yes
☐ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

DM/22/3817

Date (must be pre-application submission)

14/12/2022

While I note that the existing planning permission (DM/20/0351) will expire on 24 March (assuming no works have yet taken place), I confirm that you will require planning permission for these latest proposals.

The approved drawings for 1A Munnion Road show that there are no side windows facing back to no. 1, and therefore your proposal to extend over 2-storeys back to this newer building line is unlikely, in my opinion, to be contentious. Similarly, the single-storey element is unlikely to impact on no.3 despite being an additional 1.2m in depth from the extant planning permission. I would, however, advise that you discuss your proposals with both your neighbours before submitting the application. The slight enlargement to the porch extension is not likely to be problematic in terms of its impact on the street scene.

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
- ☒ No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- ☒ Yes
- ☐ No

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ Yes
- ☒ No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- ☒ The Applicant
☐ The Agent

Title

Miss

First Name

sarah

Surname

curtis

Declaration Date

01/09/2025

☒ Declaration made

Declaration

I/We hereby apply for Householder planning permission as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

sarah curtis

Date

12/12/2025

Amendments Summary

Following advice from Andy Watt, our named contact at Mid Sussex District Council, which was given in person during our site visit we have amended our scheme. Mr Watt advised that the loft conversion would be too imposing on the roof of our property and advised a two storey rear extension and a smaller roof scheme which used Velux windows would be more appropriate. In 2023 we sought pre application advice from Mr Watt and he advised that a front porch, rear single storey and rear two storey extension were likely to be unproblematic. Mr Watt kindly offered to work with us to develop a scheme that was in his opinion suitable for our property and its location. Mr Watt advised this could be done in basic sketch form until we achieved a scheme that worked for all. After developing two previous schemes and submitting to Mr Watt for review we have settled on a scheme that follows his advice exactly. The plans in this amended scheme are the detailed plans required for the planning process.